

Miami Township Fire and EMS Operating Procedures



TITLE:

PERSONNEL RECALL OPERATING PROCEDURE

#405

EFFECTIVE DATE:

09/09/2015

DATE AMENDED:

REVIEW DATE:

03/09/2016

APPROVED BY:

Chief Steve Kelly

This Operating Procedure shall take effect immediately and shall remain in effect

PURPOSE

Establish an Operating Procedure (OP) to establish the parameters of requesting off-duty department members to report to the township to aid in staffing supplementation.

SCOPE

This Procedure applies to all Miami Township Fire and EMS (MTF&EMS) personnel.

DEFINITIONS

Off-Duty

Pertaining to or during a period when a MTF&EMS employee is not at work and/or are not engaged in the performance of their normally assigned duties.

Recall

The request of an off-duty employee to return to work due to insufficient staffing levels.

PROCEDURE

A. Authority To Recall

1. Chief Officers, the District 26 supervisor or an Incident Commander may initiate a request for off-duty personnel to report back to the township for duty assignments (recall) at any time that staffing levels are or may become insufficient due to commitment of on-duty resources.

B. Recalled Personnel

1. Full-time personnel should report to the station to which they are normally assigned.
2. Part-time and volunteer personnel should report to the station where their personal protective equipment (PPE) is stored.
3. Part-time and volunteer personnel that have their PPE with them (in car, at home, etc.) should report to Station 26.
4. Recalled personnel will be compensated for a minimum of two (2) hours. Recalled personnel are required to submit a form of their time worked in the department's payroll program to include the date, address and incident number.
 - a. If an employee arrives to their respective station within two (2) hours of their scheduled shift, the employee will only be compensated for the time in which they worked prior to the shift.

C. Recall Assignments

1. Upon arrival to a respective station, personnel responding to a recall shall contact the requesting Incident Commander, via the assigned Fireground channel, for an assignment.



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- a. A crew of two or more personnel shall be assembled before contact is made with the Incident Commander.
2. Recalled personnel will be contacted by the Incident Commander and assigned.
3. Recalled personnel are released from duty only by or with the approval of the Incident Commander.